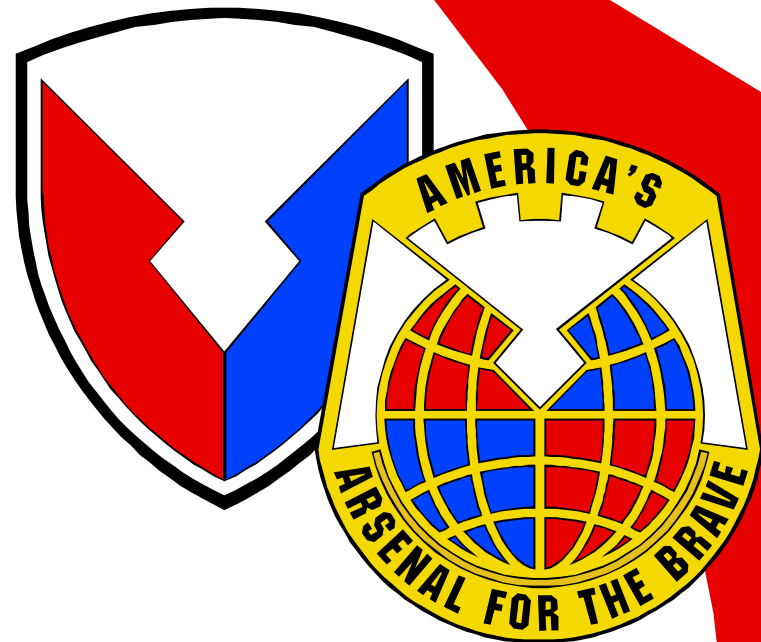


*Presented by:*  
**EDWARD J. KORTE**  
*Command Counsel*  
*and*  
**MICHAEL J. WENTINK**  
*Ethics Counselor*

# Army Materiel Command

## Use and Misuse of Government Resources

*Annual Ethics Training for 2000*



**AMC – Relevant, Responsive & Ready!**



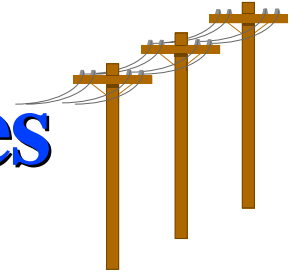
# Annual Ethics Training 2000

- ☐ **Annual Requirement For Federal Employees Who File**
- ☐ **Annual Reminder**
  - ❖ **Conflicts of Interests Laws - Title 18**
  - ❖ **Executive Order 12674**
  - ❖ **Standards of Ethical Conduct**
  - ❖ **Ethics Counselors - HQ AMC**
    - ★ **Mike Wentink \* 617-8003 \* Rm 7E18**
    - ★ **Alex Bailey \* 617-8004 \* Rm 7E18**
    - ★ **Stan Citron \* 617-8043 \* Rm 7E18**
  - ❖ **MSC Ethics Counselors**

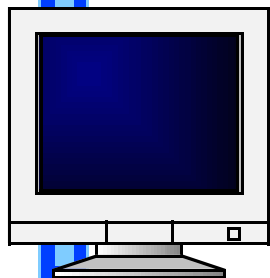




# Use of Government Resources

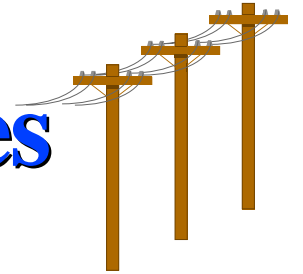


- ☐ Computers, printers, faxes, copiers, e-mail, internet access, telephones
- ☐ Basic principle: Paid for with taxpayer funds & provided for
  - ✱ Federal function
  - ✱ Mission
  - ✱ Official duties
  - ✱ Professional development
- ❖ Not for
  - ✱ Personal convenience
  - ✱ Personal outside activities





# Use of Government Resources

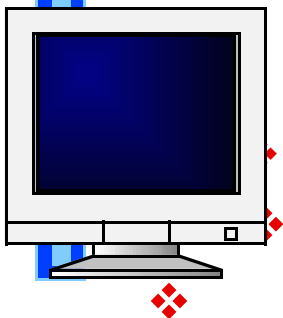


## ☐ Additional Principles -

- ❖ Employees have a “life” outside the office **AND**
- ❖ Sometimes this “life” needs to be attended to during the work day

## ☐ Not all employers are sympathetic to the 2d and 3rd principles

- ❖ Abuse results in restrictions
- ❖ Lack of trust
- ❖ Some companies are slow to access Internet
  - ✱ Prohibit personal e-mail
  - ✱ Prohibit personal surfing





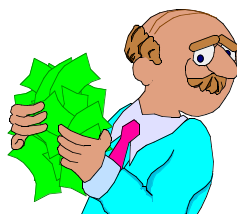
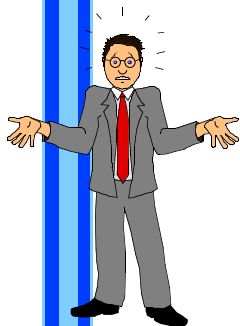
# Internet Shenanigans

## The Washington Post

Thursday, January 21, 2000

**Online Firms Gambling  
For Payoff from Pools**

...in his office copying machines crank out copies of the tournament brackets... office workers and even CEOs, turn away from their usual tasks to make their guesses ... more and more people with computers handy are turning to online games that offer potential winners everything from millions in cash to T-shirts.



## The New York Times

December 1, 1999

**23 Fired for E-Mail Violations**

The New York Times Company fired 23 employees in Virginia Tuesday for violating its e-mail policy ... the employees violated the policy by way of internally circulated e-mail. The fired employees worked in a number of departments ... An unspecified number of employees were warned in disciplinary letters...

## The Washington Post

Monday, December 20, 1999

**Companies move to curb Web Surfing on the Job**

... Online sales during this holiday season are expected to reach \$6 billion, and one of the peak shopping periods is in the middle of the day when many buyers are presumable at work. Companies have noticed too. A management backlash is brewing in work places across the country ... clamping down ... straining corporate resources ... Xerox has fired 40 workers for internet abuse in the past year... monitor employees internet use...





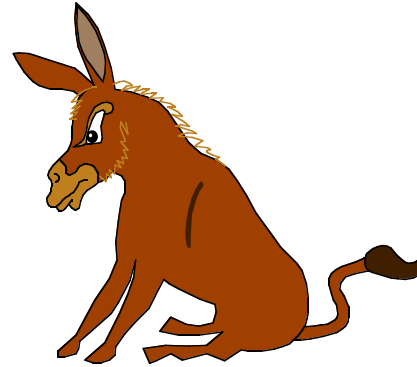
# Internet Shenanigans (cont'd)

## The Washington Post

Monday, January 3, 2000

### Lost Advantage

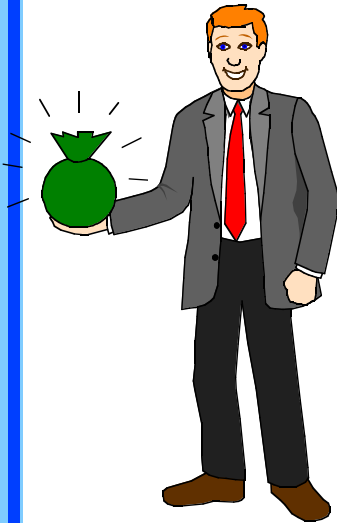
Last week five employees of the U.S. Army Military District of Washington were caught ... using government equipment for personal gain ...



## The Washington Post

Friday, January 21, 2000

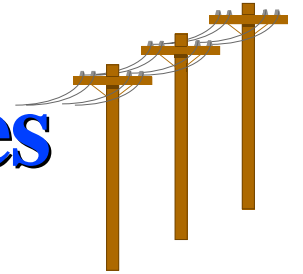
### Advertisers-Backed Giveaways Lure Millions of Customers



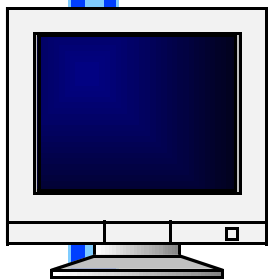
...Millions of people each day are now staring at their computers, both at work and at home, and clicking on their favorite numbers in free online lotto games ... vast numbers who played the game from office computers ... readily concedes that his game “is the ultimate time waster” ... our [U.S. Chamber of Commerce] position is that any and all information [transmitted on a company computer] is property of the company.



# Use of Government Resources

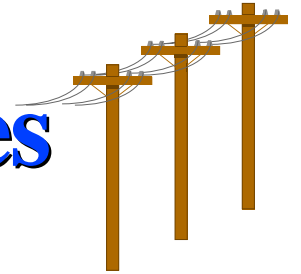


- ☐ **Federal Government is more restrictive, e.g., frequent flyer miles**
- ☐ **Standards of Ethical Conduct**
  - ❖ **Use only for authorized purposes**
- ☐ **DoD Joint Ethics Regulation**
  - ❖ **Authorized purposes are for limited use: “intermittent” “occasional” “short-duration” “off-duty” and “personal”**
  - ❖ **When authorized by “agency designee”**
  - ❖ **Subject to certain conditions**





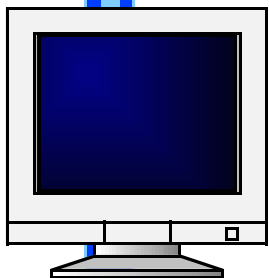
# Use of Government Resources



- ☐ **CG AMC Policy #97-08**
  - ❖ Agency Designee authorization
    - ✱ Incidental
    - ✱ Briefly
    - ✱ Occasional
    - ✱ Short
    - ✱ Reasonable

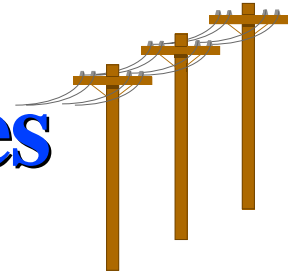


- ☐ **Authorized Use Might Include -**
  - ❖ Check-in with children at home
  - ❖ Communications with family
  - ❖ Dealing with auto mechanic
  - ❖ Making a financial transaction
  - ❖ Checking a sports score





# Use of Government Resources



## ☐ Authorized Use Might Include (cont'd) -

- ❖ Checking a stock quote
- ❖ Professional development
- ❖ Reading a news magazine website



## ☐ Authorized Use - When?

- ❖ Usually during non-duty hours
- ❖ But, duty hours can be okay
  - ✱ Most reasonably made then
  - ✱ Professional development

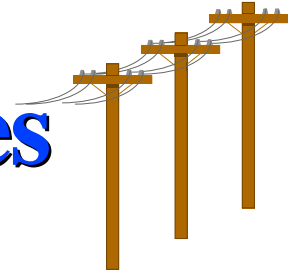


## ☐ What about Copiers?

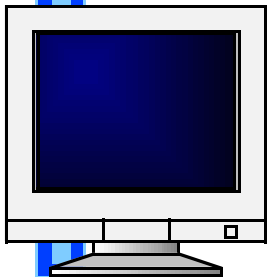
- ❖ No longer absolute prohibition - need approval



# Use of Government Resources



- ☐ **What About Employees of Contractors?**
  - ❖ **GFE provided to KR to deliver services**
  - ❖ **Only for performance of contract**
  - ❖ **But, for KR's employees who do not have access to KR resources, CG AMC says OK to:**
    - ✱ **Check in with family members**
    - ✱ **Scheduling appointments**
    - ✱ **Occasional short e-mails**
    - ✱ **Make a financial transaction**
    - ✱ **No other use (e.g., other surfing)**
    - ✱ **No professional development**

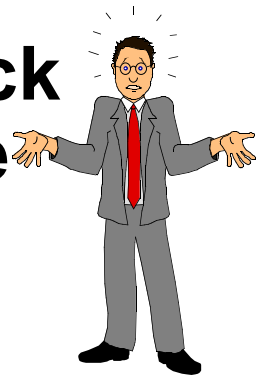


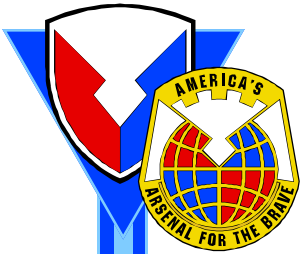


# Use of Government Resources

## \* The Chain Letter - *Question* \*

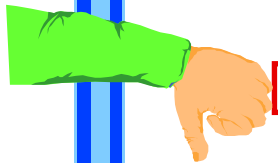
- ☐ You receive an e-mail that has been forwarded many times with dozens of e-mail addresses on it. A sick youngster talks about his illness and asks that the e-mail be sent to as many people as possible because his children's hospital will donate 7 cents to the National Disease Society for each address. Plus, if you don't, well, you know "what goes around, comes around."
- ☐ This is a good cause... helping out a sick child. *Can you forward it?* It won't take much time because you will use a broadcast e-mail address.



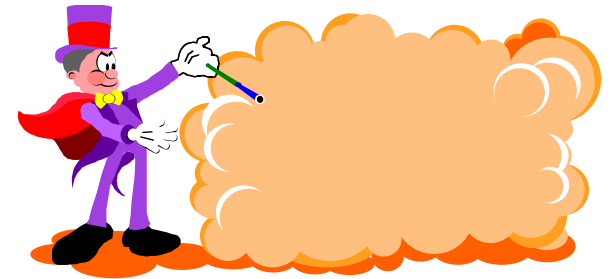


# Use of Government Resources

## \* The Chain Letter - *Answer* \*



- ☐ No! Good cause does not justify use!
- ☐ In most cases, these are hoaxes.
- ☐ What to do with these? Employees should delete or:
  - ❖ Forward to your boss.
  - ❖ Forward to the helpdesk.
  - ❖ Forward to ethics counselor.



***BUT DO NOT PASS IT ON !***

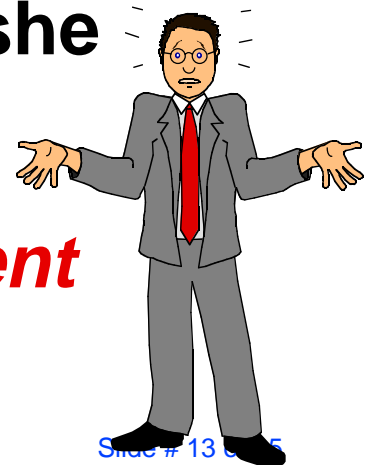


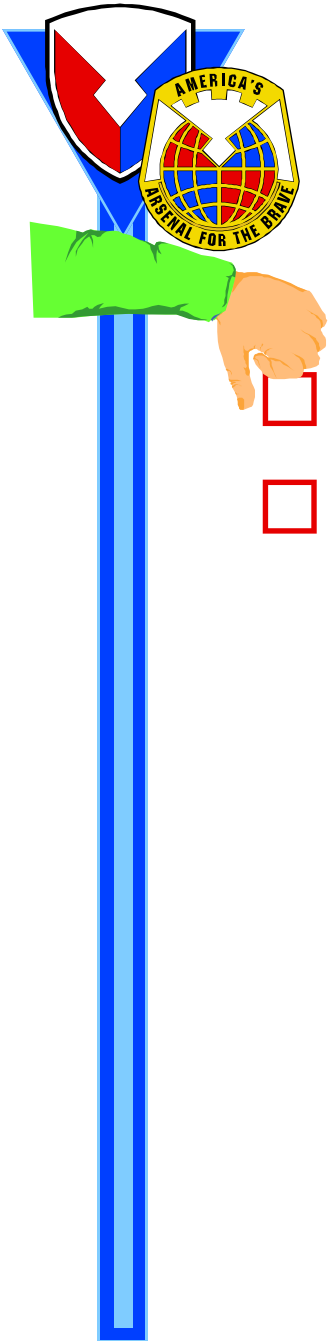
# Use of Government Resources

## \* Taking Care of Business - *Question* \*

- ☐ Sandra arrives at 0730, has coffee, and reads a Business Week article on the BW website, and sends an e-mail to her son at school. She does her 0800 - 1730 workday, but takes a little time to answer her son's e-mail response, check the stock market, call the CU to transfer funds to buy a CD, and make a dental appointment. Before leaving for the day, while waiting for a late phone call, she surfs the web for items of interest concerning her quilting hobby.

- ☐ *Has Sandra misused her Government resources?*





# Use of Government Resources

## \* Taking Care of Business - *Answer* \*

☐ NO!

☐ She puts in *more* than her required time and her use was -

- ❖ Brief
- ❖ Intermittent
- ❖ Occasional
- ❖ Reasonably done during the workday
  - ✱ Even the hobby surfing after “official” work hours
- ❖ Some use might be professional development

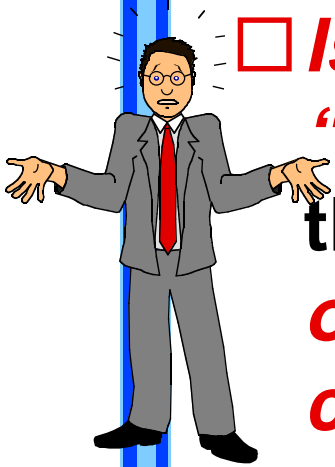


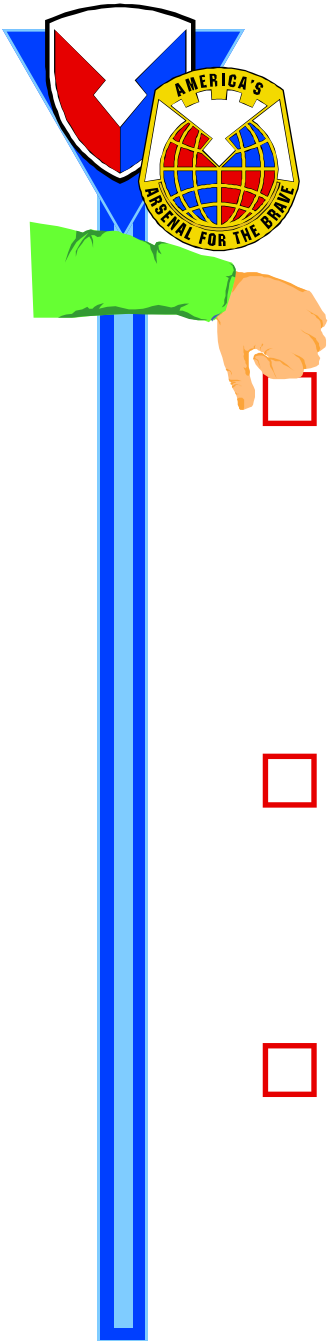


# Use of Government Resources

## \* The Federal Entrepreneur - *Question* \*

- ☐ Chuck downloads software to his computer that will track where he goes on the Internet. If he hits certain sites often enough, he earns money. In addition, he gets cash payment for each person he gets to sign up to this program.
- ☐ *Is it okay for Chuck to cash in on his “official” websurfing?* It doesn't cost the Army anything. *What if he does it only on his personal time? What about his campaign to sign up co-workers?*





# Use of Government Resources

## \* The Federal Entrepreneur - *Answer* \*

- ☐ May not accept money for official use of computer and internet access.
  - ❖ Misuse of official office and position.
  - ❖ 18 U.S.C. § 209 (No supplement of salary).
- ☐ May not use in off-duty time to earn money for surfing the internet
  - ❖ “Authorization” excludes compensated use.
- ☐ May not solicit co-workers.
  - ❖ Misuse of official office and position.



# Use of Government Resources

## \* Participating in a Professional Organization - *Question* \*





☐ Abdul is an active and productive member of the Society of Logistics Engineers (SOLE). He is using his Government computer and his secretary to help him write a paper on the future of the logistician in the Army for the next SOLE quarterly review. He sends an e-mail to the SOLE officers to suggest how to increase membership. He sends an e-mail to HQAMC-All-Personnel to announce the next SOLE meeting.

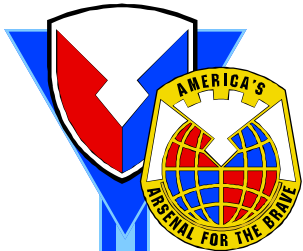
☐ *Has Abdul misused Government resources?*



# Use of Government Resources

## \* Participating in a Professional Organization - *Answer* \*

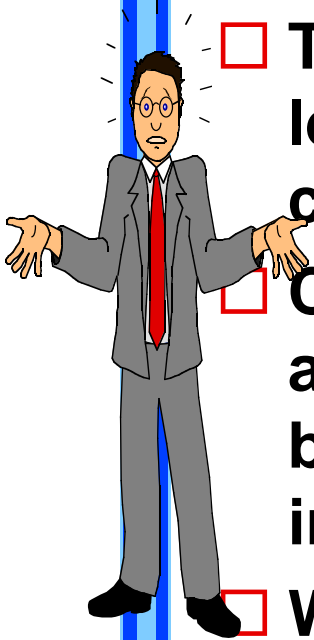
- ☐ Professional paper: not a misuse if approved by his supervisor -- may use administrative support staff for authorized personal use. 
- ☐ E-mail to SOLE officers: not a misuse -- occasional, intermittent, short duration -- professional development.
- ☐ E-mail to HQAMC-All-Personnel about SOLE professional meeting -- definitely an “overuse” of system; misuse by Abdul; would not be misuse for the DCSLOG. 



# Use of Government Resources

## \* Typical Uses or Abuses - Questions \*

- ☐ Carl, a DOIM employee, uses his AMC computer and internet connection to visit a sexually oriented website. *Okay?*
- ☐ Talenita sends an e-mail to only her co-workers to let them know that she now has the new Avon catalog and will take orders. *Okay?*
- ☐ Charise surfs the web to find that Washington Post article on next year's pay raise that she forgot to bring in, and sends it to her colleague. She includes a funny joke. *Okay?*
- ☐ Willie sends an e-mail to Charise on a daily basis asking her out. She keeps saying "no," but we all know that persistence pays off! *Okay?*

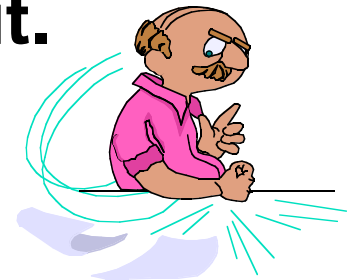


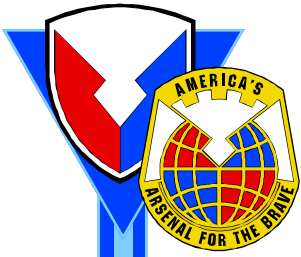


# Use of Government Resources

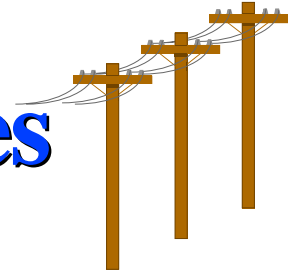
## \* Typical Uses or Abuses - *Answers* \*

- ☐ NO, but could be okay if there is an official reason to do so, e.g., check out the site from which very large files are being downloaded into the LAN system.
- ☐ NO! Cannot use computer and e-mail to conduct outside business.
- ☐ YES, but watch out for jokes.
- ☐ Not OK! No “probablies” about it.



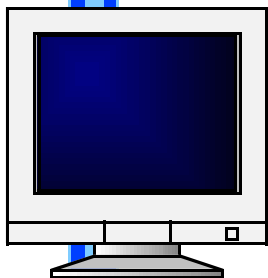


# Use of Government Resources



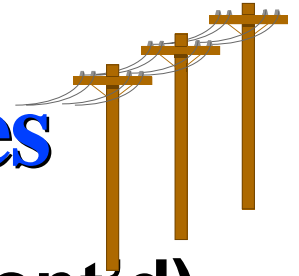
☐ Authorized Use does **NOT** include -

- ❖ Using Government equipment, accounts, access. etc. as if personal resources for
  - ✱ Family correspondence
  - ✱ Family recreation
- ❖ Constant, continuous, protracted personal use
- ❖ Day-trading
- ❖ Personal business enterprise
- ❖ Harassing, stalking, flaming, e-mail
- ❖ Surfing, downloading, sending sexually oriented material
- ❖ Cell phones





# Use of Government Resources



## ☐ Authorized Use does **NOT** include (cont'd)-

### ❖ Receiving payment for use

- ✱ Personal or official use

### ❖ Chain letters of all kinds

### ❖ Broadcast e-mail

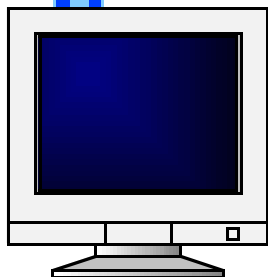
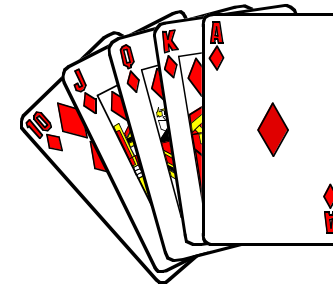
- ✱ jokes
- ✱ sports updates
- ✱ for sale items

### ❖ Playing games

### ❖ Gambling

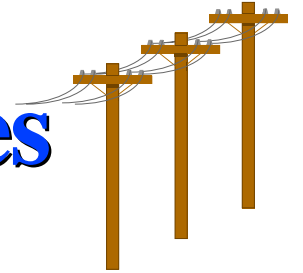
### ❖ Anything that will reflect adversely on DoD

- ✱ Remember: Dot Army Dot Mil [.army.mil]
- ✱ Surfing net, sending e-mail leaves a <.army.mil> trail



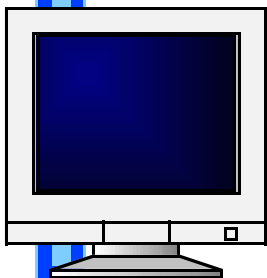


# Use of Government Resources



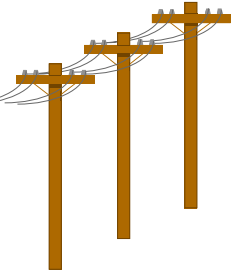
## ☐ Principles of E-Mail

- ❖ Overuse issues (as opposed to misuse)
- ❖ Limit use of broadcast messages - first consider HQ LotusNotes Bulletin Board
  - ✱ Retirement Luncheons
  - ✱ PCS Lunches
  - ✱ Death Notices
  - ✱ Thank You
  - ✱ Car Pool
  - ✱ Lost & Found

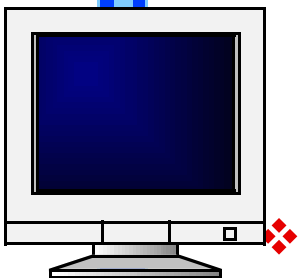




# Use of Government Resources Ramifications of E-Mail

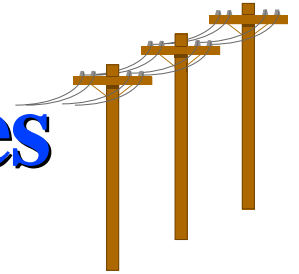


- ❖ **Not private conversation**
  - ✱ Assume that your e-mail is or will be public
  - ✱ FOIA, discovery or other release
  - ✱ What will it look like in the light of day without benefit of any context?
- ❖ **“Delete” does not *delete*!**
- ❖ **Treat each e-mail as formal action - it's correspondence - pay attention to**
  - ✱ detail
  - ✱ language
  - ✱ substance
- ❖ **Careful how and where forward it**
- ❖ **Remember: <.army.mil>**





# Use of Government Resources



## Conclusion

- ❖ **New technology, but**
  - ✱ The issues and problems are the same
  - ✱ Some of the answers are new
    - Resources readily available and “cheap”
    - Evolution of employment attitude
- ❖ **Some personal use authorized, but**
  - ✱ Lots of absolute No's
  - ✱ No “carte blanche” authorization
  - ✱ Use judgment!
- ❖ **Apply the principles to the issues**
  - ✱ Resources belong to Army for Army business
  - ✱ Employees have a “life” outside the office
  - ✱ Sometimes this “life” needs to be attended to during the work day

